



COMMONWEALTH of VIRGINIA
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
600 East Broad Street, Suite 1300
Richmond, VA 23219

October 17, 2017

Dear Prospective Respondent:

The Department of Medical Assistance Services (DMAS or the Department) is soliciting responses from organizations interested in providing input into the development of latest industry best practices and integrated trends for a range of home and community based services and supports. This is not a formal solicitation and the Department will not award a contract based on responses to this Request for Information (RFI) RFI 2018-01. The Department, however, will use the responses to strengthen the program's design and determine the feasibility of this initiative.

Organizations must check the eVA VBO at <http://www.eva.virginia.gov> for all official postings or notices regarding this RFI. Posting of such notices will also be done on the DMAS website at http://www.dmas.virginia.gov/Content_pgs/rfp.aspx however, the eVA VBO is the official posting site.

Organizations are requested not to call this office. All issues and questions related to this RFI should be submitted in writing to the attention of Nicole Scott, Self-Directed Services Program Supervisor, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, and should be submitted by email in MS Word format to HCBSS@dmas.virginia.gov.

If your organization is interested in providing input, you are invited to submit a response to the Department. Responses should be received by **5:00 PM E.S.T. on Tuesday, November 7, 2017**. Documents should be addressed per the instructions in RFI 2018-01.

The Commonwealth will not pay any costs that any Organization incurs in preparing a response and reserves the right to reject any and all responses received.

Sincerely,
Chris Banaszak
DMAS Contract Manager

**REQUEST FOR INFORMATION
RFI 2018-01**

Issue Date: October 17, 2017

Title: Home and Community Based Services and Supports

Commodity Code(s): 95856, 94610

All inquiries should be directed in writing via email in MS Word 2007 Format to:

HCBSS@dmass.virginia.gov

Nicole Scott, Self-Directed Services, Program Supervisor
Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

Response Due Date: Responses will be accepted until **5:00 PM E.S.T., Tuesday, November 7, 2017**

Submission Method: Responses should be mailed to the following:

“RFI 2018-01”
Department of Medical Assistance Services
600 E. Broad Street, Suite 1300
Richmond, Virginia 23219
Attention: Nicole Scott

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Respondents to this Request for Information (RFI) are hereby notified that all information, documentation, and any specific content or approaches included within RFI responses may be used in future solicitations. **Organizations should not submit any proprietary, trade secret or confidential information in their response to any aspect of the RFI. Organizations are responsible for ensuring this requirement is met and the Department will not be held responsible or liable for release of said material in response to subsequent FOIA requests.**

Under no circumstances shall the Commonwealth, the Governor’s Office, the Secretaries, or the Virginia Department of Medical Assistance Services be liable for, or reimburse, the costs incurred by respondents in preparing and submitting responses to this RFI.

Home and Community Based Services and Supports (RFI)

RFI - INSTRUCTIONS AND RESPONSE PROCESS

1. Purpose

This is not a formal solicitation and the Department will not award a contract based on response to this RFI. This is strictly a means for the Department to obtain vendor input into the development of industry best practices and integrated care trends for home and community based services and supports.. Your response is not a commitment by your organization to provide the services as described.

2. Background

The Department is interested in gathering information on latest industry best practices and integrated care trends for a range of home and community based services and supports.

DMAS invites providers, plans, and other entities with experience in home and community based services and supports to prepare and submit no more than a 15 page document, including appendices, answering the questions below and providing other relevant information for consideration. At a minimum, DMAS would like for interested parties to answer all of the following:

1. Level of knowledge and experience of home and community based services and supports including level of experience in working with managed care organizations?
2. What is the size and location of the Corporation, number of years in operation, and number of members (in the largest population) served?
3. Describe the products and other offerings of the business which you believe to be particularly relevant to this solicitation?
4. Provide a generic list of information that demonstrates an understanding of products for which documentation is available, types of documents available, and purpose of each document as it relates to home and community based services and supports.

Your information is greatly appreciated by the department. DMAS looks forward to learning about the latest trends, successes, and lessons learned in the home and community based services and supports industry.

Note: The furnishing of ideas, solutions or information by a vendor is considered a part of normal sales efforts. It neither entitles any vendor to preferential treatment nor should it lead a vendor to believe they will subsequently be selected for award of any future DMAS procurements and/or contracts. Participation in this RFI is voluntary and future solicitation scoring matrices will not give preference to vendors who participate.

3. Key Response Requirements

a. **Important Dates:** Responses are due to the department no later than 5:00 PM E.S.T. on Tuesday, November 7, 2017.

b. **RFI Contact:** The principal point of contact for this solicitation in DMAS shall be:

Nicole Scott, Self-Directed Services, Program Supervisor
Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219
Email: HCBSS@dmass.virginia.gov

All communications with DMAS regarding this RFI should be directed to the principal point of contact. All RFI content-related questions should be in writing to the principal point of contact.

c. **Length of Response:** Responses should be no more than a 15 pages, including appendices. The Department will review attachments beyond the page limits; however, a limited number of attachments would be appreciated.

d. **Format and Number of Copies:** The responder shall submit one original hard copy and one electronic copy in MS Word format (Microsoft Word 2007 or compatible format) by the response date and time specified in this RFI. The electronic copy may be e-mailed to the address listed above or submitted on a CD-ROM (Thumb drives/Flash Drives are also acceptable).

e. **Proprietary/Trade Secret/Confidential Information:** All data, materials and documentation originated and prepared for the Department pursuant to this RFI belong exclusively to the Department and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA) (Va. Code § 2.2- 3700, *et seq.*). ***Therefore, organizations should not submit any proprietary, trade secret, or confidential information in their response to any aspect of this RFI. Organizations are responsible for ensuring this requirement is met and the Department will not be held responsible or liable for release of said material in response to subsequent FOIA requests.***

f. Submission and Acceptance of Responses

The responses, whether e-mailed, mailed or hand delivered, should arrive at DMAS no later than 5:00 PM. E.S.T. on Tuesday, November 7, 2017. The address for delivery is:

E-mailed to:

HCBSS@dmass.virginia.gov

Subject Line: "Home and Community Based Services and Supports RFI"

Proposals may be sent by US mail, Federal Express, UPS, etc., to:

RFI 2018-01
Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, VA 23219
Attention: Nicole Scott

Hand Delivery or Courier to:
RFI 2018-01
Department of Medical Assistance Services
7th Floor DMAS Receptionist
600 East Broad Street
Richmond, VA 23219
Attention: Nicole Scott

Organizations should check the eVA VBO at <http://www.eva.virginia.gov> for all official postings of addendums or notices regarding this RFI. DMAS also intends to post such notices on the DMAS website at http://www.dmas.virginia.gov/Content_pgs/rfp.aspx, but the eVA VBO is the official posting site that organizations should monitor.